

# VERIFICATION BEST PRACTICES CALENDAR SY 20-21



## PHASE 1: Prepare

September – October 1

### Study up on Verification

- ☐ Review the **Online Course: Verification Review**.
- ☐ Review the **USDA Student Eligibility Manual for School Meals** (Section 6 begins Verification guidance).

### PREPARE

- ☐ Complete/Review the **Student Eligibility Checklist** and **Why the BID is Important**.
- ☐ Conduct Direct Certification again (best to find all matches before Verification!).
- ☐ Use **Verification Counting Cheat Sheet** and count number of paper applications on file as of October 1:
  - ☐ Categorically free applications (Case number, Foster)
  - ☐ Free by income applications
  - ☐ Reduced by income applications
  - ☐ Did NOT count any applications for students that were Directly Certified
  - ☐ Did NOT count any applications that have been copied
  - ☐ Did NOT count any applications that are incomplete (missing total household members, signature, etc.)
- ☐ Count the number of error prone applications on file as of October 1.



## PHASE 2: Calculate and Select Applications

Starts October 1

### CALCULATE

- ☐ Review the **Verification Non-Response Rate Report**
  - If your LEA is highlighted in green, you can use *any* sampling method (Standard, Alternate 1, or Alternate 2).
  - If your LEA is not highlighted in green, (no highlight or yellow), *must* use Standard sampling method.
- ☐ Does your LEA qualify for use of Alternative Sample Size (green)? \_\_\_\_\_ (yes or no)
- ☐ Choose sampling method (Circle the method you plan to use):
  - Standard or Alternate 1 or Alternate 2
- ☐ Use the **Verification Sample Size Calculator** in CNP Verification Reporting (must have access in ADEConnect—see Phase 4) to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size).

### SELECT APPLICATIONS

- ☐ Randomly select the correct number of applications provided by the ADE Verification Calculator.
  - ☐ Applications selected are error prone (if Standard or Alternate 2).

*\*If you need assistance with calculating how many applications should be verified, training will be available remotely with an NSLP specialist.*



## PHASE 3: Verify

October – November 15

### VERIFICATION ACTIVITIES- October 1- November 15

- ☐ Print and attach a **Verification Tracking Form** for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.
  - Conduct Confirmation Review.
  - Run **Direct Verification**.
  - If household is not verified in Direct Verification, send a **Notice of Verification (English/Spanish)** to household, review documentation submitted by household and send a **Letter of Verification Results (English/Spanish)**.
  - Utilize the **Sources of Acceptable Income Documentation (English/Spanish)** when reviewing documentation submitted by household.
- ☐ Count the number of students on file as of October 31:
  - ☐ Students and extended household members directly certified through CNP Direct Certification with SNAP
  - ☐ Students and extended household members directly certified through CNP Direct Certification with TANF
  - ☐ Students and extended household members directly certified through CNP Direct Certification with FDIPIR
  - ☐ Students directly certified as homeless, migrant, runaway, Head Start, or Foster
  - ☐ Students free due to a case number or foster application
  - ☐ Students free by income applications
  - ☐ Students reduced by income applications

### END OF VERIFICATION- November 15

#### All Verification Activities must be completed.

Verification is complete when:

- Household is verified in Direct Verification.
- Household responded; LEA received documentation that confirmed eligibility.
- The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent.
- Household responded, received documentation that changed. Verification is complete when Letter of Verification Results is sent to household.
- Household did not respond - Verification is complete when Letter of Verification Results is sent to household.



## PHASE 4: Report

November 16 – February 1

### REPORT

- ☐ Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.
- ☐ Begin Verification Summary Report in ADEConnect.
- ☐ Submit Verification Summary Report to ADE no later than February 1.

*\*If you need assistance submitting your Verification Summary Report, training will be available remotely with an NSLP specialist.*